



ACADEMIC SENATE
Approved Minutes
November 14, 2016
Board Room
3:00 pm – 5:00 pm

1. Call to order	The meeting was called to order by Senate president Michael Wyly at 3:01 pm
2. Roll Call	<u>Present</u> Michael Wyly (President), LaNae Jaimez (Vice President), Erin Duane, Nick Cittadino, Terri Pearson-Bloom, Janene Whitesell, Ken Williams, Joel Powell, Rusty Mayes, Cristina Young, Andrew Wesley, Lue Cobene, Marivic Macalino, Sabine Boltz, and Narissa Orosco-Woolworth. <u>Guests</u> Laurie Gorman, Jim Petronilli, Shirley Lewis, Alana Shackelford, and Cassie Gossett. <u>Absent</u> Scott Parrish
3. Agenda approval	Senator Williams motioned to approve the agenda; the motion was seconded by Senator Duane. The agenda is approved unanimously.
4. Approval of Minutes	No minutes to approve.
5. Comments from the Public	No comments from the public.
6. AS President Update 6.1 <i>Announcement: IPP (Integrated Planning Process) Summit, 11.18.2016.</i> 6.2 <i>College Governance Update.</i>	This is a follow up from last semester’s IPP Summit, where the specific focus is to review our Academic Handbook. Subcommittee chairs and other faculties to look at: our process, what’s working for us, and what’s not working. The goal is to emerge with clear understanding of how we plan course level assessment, program review, institutional planning, and dissemination of information to faculty members. There has been progress with CurricuNET and CurricuNET META, which will allow faculty members to upload and control assessments including trend recognition. During the last Solano College meeting, the position to change our college name from SCC to SC was discussed. President Wyly stated

that both AS and governance board did not find any compelling evidence to change the college name at this time.

6.3 Hiring

President Wyly reported the College has started the process of hiring a new Administrative Assistant to the Academic Senate department and Articulation Officer. Once an Administrative Assistant is in place, one of the priorities is to update our website and shared drive with meeting agendas, minutes, and resource files. Also, Curtis Brown's three-year term is coming to an end and President Wyly has asked the Senate to recommend an individual with experience that best fits the position to promote smooth transition.

7. Superintendent Report

Superintendent-President Celia Esposito-Nimoy was not able to attend this meeting.

8. VP of Academic Affairs Report

Vice President Virginia Guleff was not able to attend this meeting.

9. Action Items

9.1 Draft Technology Plan Review and Approval- Jim Petronilli and Michael Wyly

President Wyly thanked Jim Petronilli, the interim CTO, for attending the meeting. He then listed concerns and recommendations from the Senate: (a) to identify the lapse of the existing drop-ins and instructional labs that is part of the 5-year cycle; (b) to provide technological training for software (e.g. Microsoft, My Solano, Smartboard, etc.); (c) to designate a resource to update email distribution list in a consistent basis to ensure accuracy; (d) website redesign; (e) increase mailbox capacity; (f) plagiarism checker; (g) network access for laptops.

Jim Petronilli explained that the plan started in February 2016. His office solicited/received input from different groups since September including the Academic Senate. A draft will be made available to the Senate once it's completed. Degree Works is a program commonly used by students to help with their academic planning and is being funded by SSSP. There is an urgency to complete this program in order to retain funding. Storage for mailbox and share drives is increased to 1 Gigabyte. Clean Access is in the process of being replaced by a more efficient and less problematic system called Ice. Additional feedback included the need of generator in case of emergency and the need of ongoing training. Redesigning the website is the most targeted issue for improvement by students and faculty/staff. Shared printing is selected for cost effectiveness reason. Banner 9 will be upgraded by Summer 2017, which will have a more modern looking and better support system. Also, a portion of the funds has been allocated to replace some desktops in the labs.

10. Information/Discussion Items

10.1 SCC and VCUSD Career Pathways Partnership Presentation to the Senate – Shirley Lewis, Elana Shackelford, and Cassie Gossett

10.2 Syllabus Template Review Per the recommendations of the assigned taskforce – Janene Whitesell

President Wyly solicited to approve the document including suggestions made by the Senators; Senator Williams made a motion and Senator Wesley seconded. The motion was approved unanimously.

Shirley Lewis introduced Doctor Alana Shackelford as the Vallejo City Unified School District Chief of Partnership and Community Engagement Officer and Cassie Gossett as the Director of Partnership and Community Engagement. A partnership between SCC and Vallejo School District started in March 2014 per Vallejo City Career Pathway Initiation under the Department of Education to improve student transition from high school to secondary education and to prepare them for 21st century workplace. The vision is to develop academics with career based curriculum and to articulate pathways that would align high school curriculum to that of the community college. The program has eleven pathways/academies, which are listed on slide four of the power point presentation. The goal is to see progress/increase in several areas such as: (a) graduation rate, (b) students receiving diplomas, (c) internship opportunities, (d) student participation in workplace opportunities, (e) national recognition through certificated program, etc.

President Wyly asked what type of support/participation effort VCUSD looking from SCC. Dr. Alana Shackelford invited the faculty to attend their once a month meeting to help articulate courses and facilitate the communication. President Wyly recommended an introduction between the Pathway facilitators and Basic Skills Committee. He also asked if the high school students are aware of certifications that guarantees them acceptance at some CSUs and that there are conversations starting about UC transfer pathway model. President Wyly and the Senators are in agreement in forming a dedicated group to assist this partnership and recommended that the meetings begin in Spring 2017. Senator Whitesell asked if there is a list of different high school programs that SCC is participating in. President Wyly answered that since we serviced different cities, we are involved in a few programs. He suggested to move this topic on the next meeting under the Superintendent/President report to provide her an opportunity to share her vision on these types of programs, dual enrollment, and plans for our incarcerated students with the Senators.

Senator Whitesell worked with Senator Bolz and Senator Cittadino in drafting a syllabus template that faculty can use as a resource. Senator Duane made a recommendation to include the ISBN or/and edition information on the template to help in determining what books the students need. President Wyly suggested to include the withdrawal

policy and provide Melissa Reeve and Saki Cabrera a copy of an updated template. Senator Jaimez recommended that this template be made available on CurricuNET. Senator Pearson-Bloom asked to include final exam date/time or/and schedule. President Wyly asked the Senators to provide more feedback to Senator Whitesell by the following week in order to have a final draft by next meeting.

10.3 SARs/Early Alert Effectiveness — Ken Williams, Nicholas Cittadino, and Michael Wyly.

This item was moved for the next meeting.

10.4 Equity, Tolerance and Training at Solano Community College — Michael Wyly.

President Wyly discussed the idea of SCC as a place of tolerance and refuge for our students. He presented this idea to College Governance. He asked the Senate as a group if they are interested in supporting this resolution. Senator Jaimez reported the plan of having speakers invited during Flex Day and probably work with PDFC. President Wyly, Senator Cittadino, and Senator Duane will work together to draft this resolution.

10.5 Discussion of Alignment between SSSP/Equity/BSI/Transformation Grant — Corrine Kirkbride, Joshua Scott, and Greg Brown 11.14.2016.

This item was moved for the next meeting.

10.6 Hiring Process Discussion—Preparation for November 28 Special Meeting

President Wyly stated that this is a special meeting with the Senators and Deans to discuss specifically the hiring process and merit of each position. A prioritization list will result from aggregated data collected, which will then be presented to the Senate for approval and then to the Superintendent-President as a recommendation.

11. Reports

11.1 Subcommittees

- a. ~~Basic Skills — Joshua Scott (1st meeting of the month)~~
- b. ~~Curriculum — Curtiss Brown (1st meeting of the month)~~
- c. ~~Faculty Development/Flex Cal — LaNae Jaimez (1st meeting of the month)~~
- d. Assessment — Amy Obegi (2nd meeting of the month)
- e. Program Review — Amy Obegi (2nd meeting of the month)
- f. Distance Ed — TBD (2nd meeting of the month)

11.2 Other Committees

- a. Accreditation Self-Study Updates -- Melissa Reeve with Virginia Guleff (2nd meeting of the month, beginning on 9.12)

12. Upcoming Items and/or Action Reminders

- a. Teaching and Learning Conditions: State of Classrooms, Classroom Assignments, Classroom Access, incl. keys, equipment, desks, and other, including FA faculty survey results – TBD.
- b. Accreditation Self-Study Updates, scheduled for 10.17, 11.14 and 12.12, Melissa Reeve.
- c. Peer Review Process, Update and Input, 12.5.2016
- d. Adjunct Equity Poll Results, 12.5.2016.
- e. Task Force Update re: Hiring Process Manual, Draft to be Reviewed, Third Reading for input/Action – Janene Whitesell and Terri Pearson on 12.5.

13.0 Announcements

- a. Senate Brown Bag featuring Sabine Bolz, 11.18.2016, 12-1 PM
- b. IPP Planning Summit, 11.18.2016, 8-12 PM
- c. Scheduled Academic Senate meetings for AY 2015-16

14.0 Adjourned

Senator Cittadino moved to adjourn and was seconded by Senator Duane; the meeting adjourned at 5:00 pm.

ALL MEETINGS WILL BE HELD FROM 3:00-5:00 PM IN THE BOARD ROOM UNLESS OTHERWISE NOTED

November 28, 2016, SPECIAL MEETING (Hiring)

December 5, 2016

December 12, 2016

January 12, 2017 (optional flex-day), 9 AM – 12 PM and 1:30 PM – 4:30 PM

January 30, 2017

February 6, 2017

February 27, 2017

March 6, 2017

March 20, 2017

April 3, 2017

April 17, 2017

May 1, 2017

May 15, 2017